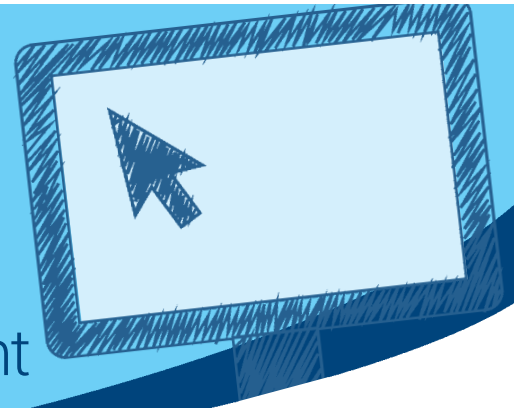


Portal Set Up

A Guide to Set Up Your Portal Account



1

Go to midmich.edu and click on the text link **Portal** in the upper right hand corner.



2

Now you're at the Mid Portal homepage. Click on the **Account Setup** link in the upper right hand corner, which allows you to set up your *username* and *password*.



This is the main Account Setup Screen. ***In order to set up/create/or change your password you must know your username and Mid ID number.***

If you do not know them, click on the **Look them up online** link.

Proceed to **Step 3b** to find them via MidWeb.

NOTE: MidWeb opens in a new browser window.

3a

Now you are at MidWeb.
Enter your **last name** and **social security number or Mid ID** and press **Submit**.

COLLEGE Log In Main Menu Help Contact Us

Welcome Guest!

What's my User Name or Student ID Number

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

* Required

Last Name*

SSN

OR

MIDCC ID

SUBMIT

Here's Your User Information

User Name: yourusername
Student ID Number: yourstudentnumber

OK

3b

Now, return to the *Account Setup Screen* and fill out the form using your **username**, **Mid ID Number**, and **Birthdate** information.

Choose your password as directed, then click **Continue** to proceed.

MID MICHIGAN COLLEGE

Account Setup

Please to change your Mid password

Don't know your username or ID number? [Click Here to go to the Login page.](#)

Username

Mid ID Number

Birth Date Month Day Year

New Password

Confirm Password

Continue

Need help with your account?
If you need assistance, you can reach the Help Desk by email ([helpdesk@midmich.edu](#)), extension 411 on campus, or 800-317-8000. Help Desk staff members are available Monday through Thursday 9:00 a.m. until 4:00 p.m. and Friday from 8 a.m. until 4:30 p.m.

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MID MICHIGAN COLLEGE

Next Steps

Thanks for setting up your account. Here are a few things you can do right now.

Watch a tour
New to Mid? Watch this quick video overview of our Portal and web resources.
Watch now

Log into Portal
Click here to log into the Portal to access your email and other Mid resources.
Login now

Phone? Tablet?
Get your college email delivered directly to your iOS or Android device.
Configure your device now

Moodle
Access the student tutorial about Moodle, the college's Learning Management System.
Learn more

Lynda.com
Thousands of video tutorials at your finger tips about software and other technology topics.
Learn more

MidWeb
Search for classes, check financial aid, access your transcript, and more.
Learn more

Congratulations, you have successfully set up your midmich.edu account!

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